



UNITED STATES MARINE CORPS
II MARINE EXPEDITIONARY FORCE
INDIVIDUAL MOBILIZATION AUGMENTEE DETACHMENT
PSC BOX 20081
CAMP LEJEUNE, NC 28542-0081

1100
G4

From: _____
Print: Rank, Last Name, First Name, Middle Initial

To: Commanding General, II MEF Augmentation Command Element

Subj: **REQUEST FOR BILLETING FOR INACTIVE DUTY TRAINING**

1. I certify that I am in a drill pay status and reside more than 50 miles and/or 90 minutes travel time from my drill site and I understand that my acceptance of commercial billeting is VOLUNTARY.
2. I agree to satisfactorily perform a minimum of two, four-hour training periods, exclusive of meals hours on the day following utilization of commercial billeting. If, due to scheduling constraints, the unit needs to hold one drill on a Friday evening, two on a Saturday, and one on Sunday morning, then I will be provided commercial billeting both Friday and Saturday nights.
3. I understand I must contact the II MEF IMA Det Logistics Section (910) 451-8775 at least 7 days prior to drill, for rooms to be reserved on my behalf and if I am going to be accompanied by a direct family member. If I fail to notify II Mace in due time, I understand that I will have to pay all costs and submit appropriate forms for reimbursement.
4. If unable to attend a Drill Period, I am responsible for canceling my reservation by notifying the II MEF IMA Det Logistics Section at least forty-eight (48) hours prior to the first day of drill. If I fail to utilize the billeting due to my own negligence and II MACE is charged, I will be held liable for the room costs and will encure a government checkage.
5. I understand that billeting provides for a room only, and I must reimburse the lodging facility for any charges above the basic room rate, this will include any surcharges, room service, phone calls and damage to the room. I understand that if I do have additional charges I may not utilize "Express Checkout" and I must pay for these additional costs upon checkout.
6. I agree to reimburse the Marine Corps for any payments the Marine Corps should make for failure to cancel billeting or loss or damage to the billeting establishment caused by my actions or negligence. If collection from me becomes necessary, I consent to repayment of the debt through the withholding of pay in accordance with section 70701 of the DODPM.
7. I understand that the II MEF IMA Det Logistics Section is the only authorized representative to negotiate contract billeting, and that I may not initiate or modify any reservations on their behalf. (In case of emergencies, I may contact the billeting establishment and the II MACE duty to cancel billeting in order to prevent being charged, if less than 24 hours.)
8. I will arrive on _____/_____/_____ and depart on _____/_____/_____.
DAY MONTH DAY MONTH
9. I will / will not be accompanied by a direct family member. If so, how many will be accompanying you and what relationship are they? _____

Marine's Signature Date
E-mail _____
Phone Number _____

*This Agreement supercedes any previous Billeting Agreements as of 31 October 2005.